Withdrawal From Course Form

Undergraduate Course Withdrawal Policy: The instructor will assign a grade of WP (withdrawal passing or WF (withdrawal failing). The WP grade will be used only when you are passing the course or when the instructor has insufficient evidence for measuring your performance at the time of the withdrawal. The WP/WF grade is part of your academic record but will not be used in calculating grade point average. It is the student’s responsibility to return the completed form to the Registrar’s Office. See the semester calendar for the deadline dates.

Graduate Course Withdrawal Policy: Students who find it impossible to continue study in a course may withdraw in consultation with their advisor and the Dean of Education and Professional Studies. In such instances the student is given a grade of “W”.

Student Section:

Name
First	M.I.
Last

Class: 

❑ FR
❑ SO
❑ JR
❑ SR

Major: 

Semester/Year: 

Subject / Course No. / Section No. / Title

Instructor’s Name

Credit Hours

Reason for Course Withdrawal: 

N.B.: If you receive financial aid, please speak with a financial aid staff member about the impact of withdrawal on the current term’s financial aid, and your future eligibility for financial aid, before you withdraw.

Student’s Signature

Date

Instructor Section: (Undergraduate Courses)

As indicated, by my signature in the space provided below, the above named student’s academic status at the time of withdrawal from my course was:

WP (Withdrawal Passing) 

Instructor Signature

Date

WF (Withdrawal Failing) 

Instructor Signature

Date

Advisor Section: (Undergraduate and Graduate Courses)

My signature below confirms that the above named student has consulted with me regarding the implications of withdrawing from this course.

Advisor’s Signature

Date

Graduate Section: (Graduate Courses)

Dean’s Approval

Date

For Office Use Only:

Processing Date

Signature